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ABSTRACT

This book provides an overview of training in business along with a step-by-step guide for trainers to use in designing and presenting training programs for adults. The 10 chapters cover the following: (1) the training field--what it is; (2) designing the course; (3) delivering the course--the start-up; (4) learning theory; (5) course members; (6) learning methods; (7) managing the group; (8) the communication process in training; (9) audiovisual aids; and (10) evaluation of training. Each chapter includes objectives, exercises, a summary, and suggestions for further reading. An appendix suggests applications of the book's material for trainers, and a bibliography contains 121 references.
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